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FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

COMPONENT UNIT FINANCIAL STATEMENTS
JUNE 30, 1999
AND
AUDITORS' REPORT

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date NOV 24 1999

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

COMPONENT UNIT FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 1999
WITH SUPPLEMENTAL INFORMATION SCHEDULES

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INDEPENDENT AUDITORS' REPORT

The Honorable Charles E. Joiner, Chief Judge
Fourth Judicial District Court
Judicial Expense Fund
Monroe, Louisiana

We have audited the accompanying component unit financial statements of the Fourth Judicial District Court, Judicial Expense Fund, a component unit of the Ouachita Parish Policy Jury, and supplementary information of the Fourth Judicial District Court, Judicial Expense Fund, as of and for the year ended June 30, 1999, as listed in the table of contents. These component unit financial statements are the responsibility of the Fourth Judicial District Court, Judicial Expense Fund's management. Our responsibility is to express an opinion on these component unit financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the component unit financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the component unit financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall component unit financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the component unit financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Fourth Judicial District Court, Judicial Expense Fund as of June 30, 1999. Also, in our opinion, the combining, individual funds and account group component unit financial statements referred to above present fairly the financial position of the individual funds and account group of the Fourth Judicial District Court, Judicial Expense Fund as of June 30, 1999, and the results of operations of such funds for the year then ended in conformity with generally accepted accounting principles.

*Minchew, Robinson, Gardner,
Langston & Bryan, CPAs*

September 24, 1999

**FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA**

**COMPONENT UNIT FINANCIAL STATEMENTS
(Combined Statements - Overview)**

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

ALL FUND TYPES AND ACCOUNT GROUPS
COMBINED BALANCE SHEET, JUNE 30, 1999

| | Governmental Funds | | Fiduciary Funds | Account Groups | Totals | |
|--|--------------------|-----------------------|-----------------|----------------------|---|---------------------|
| | General Fund | Special Revenue Funds | Agency Funds | General Fixed Assets | (Memorandum Only) June 30, 1999 June 30, 1998 | |
| ASSETS | | | | | | |
| Assets: | | | | | | |
| Cash and cash equivalents | \$ 398,186 | \$ 1,343,214 | \$ 2,938 | \$ | \$ 1,744,338 | \$ 1,503,509 |
| Accounts receivables | | 3,454 | | | 3,454 | 4,114 |
| Due from other governmental units | 13,982 | | | | 13,982 | 16,126 |
| Equipment and furnishings | | | | 366,056 | 366,056 | 430,580 |
| Prepaid expenses and deposits | | 738 | | | 738 | 1,079 |
| Due from general fund | | 509 | | | 509 | |
| Total assets | \$ 412,168 | \$ 1,347,915 | \$ 2,938 | \$ 366,056 | \$ 2,129,077 | \$ 1,955,408 |
| LIABILITIES AND FUND EQUITY | | | | | | |
| Liabilities: | | | | | | |
| Accounts and other payables | \$ 9,665 | \$ 14,146 | \$ | \$ | \$ 23,811 | \$ 9,665 |
| Due to State of Louisiana benefits plan | 212 | | | | 212 | 251 |
| Due to other governmental units | 1,487 | 27,673 | | | 29,160 | 14,090 |
| Deposits due others (Note 10) | | | 2,938 | | 2,938 | 1,048 |
| Compensated absences (Note 8) | 1,124 | 8,205 | | | 9,329 | 8,206 |
| Due to special revenue fund | 509 | | | | 509 | |
| Total liabilities | \$ 12,997 | \$ 50,024 | \$ 2,938 | \$ | \$ 66,959 | \$ 33,160 |
| Fund Equity: | | | | | | |
| Investment in general fixed assets | \$ | \$ | \$ | \$ 366,056 | \$ 366,056 | \$ 430,580 |
| Fund balances | | | | | | |
| Unreserved | | | | | | |
| Undesignated | 344,521 | 1,296,176 | | | 1,640,697 | 1,447,355 |
| Designated | 54,650 | 1,715 | | | 56,365 | 44,313 |
| Total fund equity | \$ 399,171 | \$ 1,297,891 | \$ 2,938 | \$ 366,056 | \$ 2,063,118 | \$ 1,922,248 |
| Total liabilities and fund equity | \$ 412,168 | \$ 1,347,915 | \$ 2,938 | \$ 366,056 | \$ 2,129,077 | \$ 1,955,408 |

The accompanying notes are an integral part of this statement.

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

GOVERNMENTAL FUNDS
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 1999
WITH COMPARABLE ACTUAL AMOUNTS FOR YEAR ENDED JUNE 30, 1998

| | General Fund | Special Revenue Funds | Totals (Memorandum Only) | |
|--|-------------------|-----------------------------|-----------------------------|---------------------|
| | | | June 30, 1999 | June 30, 1998 |
| REVENUES | | | | |
| Court fees | \$ 202,782 | \$ 653,358 | \$ 856,140 | \$ 857,445 |
| Grant revenue | 44,241 | | 44,241 | 28,000 |
| Interest income | 13,210 | 56,119 | 69,329 | 62,136 |
| Other income | 663 | 1,179 | 1,842 | 2,461 |
| Total revenues | \$ 260,896 | \$ 710,656 | \$ 971,552 | \$ 950,042 |
| EXPENDITURES | | | | |
| Current | | | | |
| General government | | | | |
| Asset expenditures | \$ 13,177 | \$ 26,119 | \$ 39,296 | \$ 54,034 |
| Court reporter | 4,197 | | 4,197 | 6,392 |
| Insurance | 4,317 | 40,631 | 44,948 | 35,708 |
| Internet access | 2,860 | 707 | 3,567 | 3,452 |
| Miscellaneous | 706 | 1,597 | 2,303 | 3,272 |
| Office supplies and postage | 8,038 | 15,876 | 23,914 | 25,009 |
| Payroll taxes | 2,375 | 5,923 | 8,298 | 7,528 |
| Professional fees | 52,609 | 68,317 | 120,926 | 81,420 |
| Reference materials and dues | 3,286 | 24,970 | 28,256 | 24,994 |
| Rent | 9,927 | 54,542 | 64,469 | 46,235 |
| Repairs, maintenance and warranty | 7,800 | 12,930 | 20,730 | 22,538 |
| Retirement | 8,780 | 25,708 | 34,488 | 34,535 |
| Salaries | 70,417 | 282,016 | 352,433 | 334,439 |
| Seminars, meetings, travel and training | 10,133 | 2,781 | 12,914 | 11,794 |
| Telephone | 469 | 573 | 1,042 | 1,186 |
| Utilities | | 4,377 | 4,377 | 4,580 |
| Total expenditures | \$ 199,091 | \$ 567,067 | \$ 766,158 | \$ 697,116 |
| EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES | \$ 61,805 | \$ 143,589 | \$ 205,394 | \$ 252,926 |
| OTHER FINANCING SOURCES (USES) | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES | \$ 61,805 | \$ 143,589 | \$ 205,394 | \$ 252,926 |
| FUND BALANCE - BEGINNING | 337,366 | 1,154,302 | 1,491,668 | 1,238,742 |
| FUND BALANCE - ENDING | \$ 399,171 | \$ 1,297,891 | \$ 1,697,062 | \$ 1,491,668 |

The accompanying notes are an integral part of this statement.

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

GOVERNMENTAL FUNDS
GENERAL AND SPECIAL REVENUE FUNDS
COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 1999

| | GENERAL FUND | | | | SPECIAL REVENUE FUND | | | |
|--|-----------------------------------|-------------------|--|---------------------------|-----------------------------------|--------------------|--|---------------------------|
| | 1999 | | Variance Favorable (Unfavorable) | 1998 | 1999 | | Variance Favorable (Unfavorable) | 1998 |
| | (Amended June, 1999) Budget | Actual | | (Memo- random Only) | (Amended June, 1999) Budget | Actual | | (Memo- random Only) |
| REVENUES | | | | | | | | |
| Court fees | \$ 200,647 | \$ 202,782 | \$ 2,135 | \$ 208,236 | \$ 662,205 | \$ 653,358 | \$ (8,847) | \$ 649,209 |
| Grant revenue | 28,000 | 44,241 | 16,241 | 28,000 | | | | |
| Interest income | 13,030 | 13,210 | 180 | 12,751 | 55,800 | 56,119 | 319 | 49,385 |
| Other income | 164 | 663 | 499 | 403 | 41 | 1,179 | 1,138 | 2,058 |
| Total revenues | \$ 241,841 | \$ 260,896 | \$ 19,055 | \$ 249,390 | \$ 718,046 | \$ 710,656 | \$ (7,390) | \$ 700,652 |
| EXPENDITURES | | | | | | | | |
| Current | | | | | | | | |
| General government | | | | | | | | |
| Asset expenditures | \$ 12,284 | \$ 13,177 | \$ (893) | \$ 33,189 | \$ 26,503 | \$ 26,119 | \$ 384 | \$ 20,845 |
| Court reporter | 5,000 | 4,197 | 803 | 6,392 | | | | |
| Insurance | 4,904 | 4,317 | 587 | 4,142 | 40,491 | 40,631 | (140) | 31,566 |
| Internet access | 2,597 | 2,860 | (263) | 2,882 | 707 | 707 | | 570 |
| Miscellaneous | 760 | 706 | 54 | 1,006 | 690 | 1,597 | (907) | 2,286 |
| Office supplies and postage | 6,973 | 8,038 | (1,065) | 6,090 | 15,041 | 15,876 | (835) | 18,919 |
| Payroll taxes | 2,273 | 2,375 | (102) | 2,452 | 5,781 | 5,923 | (142) | 5,076 |
| Professional fees | 51,562 | 52,609 | (1,047) | 26,664 | 67,125 | 68,317 | (1,192) | 54,756 |
| Reference materials and dues | 3,430 | 3,286 | 144 | 2,613 | 25,500 | 24,970 | 530 | 22,381 |
| Rent | 10,185 | 9,927 | 258 | 9,768 | 53,155 | 54,542 | (1,387) | 36,467 |
| Repairs, maintenance and warranty | 6,923 | 7,800 | (877) | 13,692 | 12,232 | 12,930 | (698) | 8,846 |
| Retirement | 8,752 | 8,780 | (28) | 10,358 | 24,898 | 25,708 | (810) | 24,177 |
| Salaries | 70,031 | 70,417 | (386) | 82,815 | 270,315 | 282,016 | (11,701) | 251,624 |
| Seminars, meetings, travel and training | 10,507 | 10,133 | 374 | 8,282 | 3,088 | 2,781 | 307 | 3,512 |
| Telephone | 349 | 469 | (120) | 611 | 573 | 573 | | 575 |
| Utilities | | | | 4 | 4,350 | 4,377 | (27) | 4,576 |
| Total expenditures | \$ 196,530 | \$ 199,091 | \$ (2,561) | \$ 210,960 | \$ 550,449 | \$ 567,067 | \$ (16,618) | \$ 486,156 |
| EXCESS OF REVENUES OVER EXPENDITURES | \$ 45,311 | \$ 61,805 | \$ 16,494 | \$ 38,430 | \$ 167,597 | \$ 143,589 | \$ (24,008) | \$ 214,496 |
| OTHER FINANCING SOURCES | | | | | | | | |
| Operating transfers in | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Operating transfers out | | | | | | | | |
| Total other financing sources (uses) | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES | \$ 45,311 | \$ 61,805 | \$ 16,494 | \$ 38,430 | \$ 167,597 | \$ 143,589 | \$ (24,008) | \$ 214,496 |
| FUND BALANCE - BEGINNING | 337,366 | 337,366 | | 298,936 | 1,154,302 | 1,154,302 | | 939,806 |
| FUND BALANCE - ENDING | \$ 382,677 | \$ 399,171 | \$ 16,494 | \$ 337,366 | \$1,321,899 | \$1,297,891 | \$ (24,008) | \$1,154,302 |

The accompanying notes are an integral part of this statement.

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Fourth Judicial District Court, General Fund (Judicial Expense Fund), was created under the Act No. 52 of 1984, effective on the 60th day after final adjournment of the 1984 legislative session of the State of Louisiana. The effective date of funding was set on November 1, 1984.

The purpose of the fund is to provide sufficient funding to expedite efficient operation of the court. In general, the fund is established and may be used for any purpose or purposes connected with, incidental to or related to the proper administration of the court.

The Fourth Judicial District Court, Special Revenue Fund (Child Support), authority was created under the Act No. 517 of 1986, effective within one year after final adjournment of the 1986 legislative session of the State of Louisiana. In accordance with Louisiana Revised Statutes, § 46: 236.5 the Fourth Judicial District Court implemented this process beginning November 1, 1990.

The purpose of the fund is to provide an expedited process for establishment and enforcement of support obligations which are brought by the Department of Health and Human Resources. Revenues are to be expended to administer the proceedings related to the expedited process.

The Fourth Judicial District Court, Special Revenue Fund (Misdemeanor Probation), authority was created under the Louisiana Code of Criminal Procedure Article 895.1C. The Fourth Judicial District Court issued an order signed en banc February 26, 1993 implementing this process.

The purpose of the fund is to provide misdemeanor probation services by collecting monthly fines for establishment and enforcement of the probationary period. Revenues are to be expended to administer the proceedings related to the probation process.

The accounting and reporting policies of the Fourth Judicial Court, Judicial Expense Fund conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Municipal Audit and Accounting Guide, the industry audit guide, Audits of State and Local Governmental Units; Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, and/or, where applicable, Public Law 98-502, the Single Audit Act of 1996, and OMB Circular A-133.

The following is a summary of certain significant accounting policies:

FINANCIAL REPORTING ENTITY: This report includes the General Fund (Judicial Expense Fund), Special Revenue Funds (Child Support Fund and Misdemeanor Probation Fund), Agency Funds, and Account Group (General Fixed Assets), which are controlled by the Fourth Judicial District Court (Chief Judge and Judges) but determined to be a component unit of the Ouachita Parish Police Jury. The Ouachita Parish Police Jury has significant control over the Judicial Expense Fund in the area of necessary capital outlay. The Ouachita Parish Police Jury would present this component unit in a discreet presentation format if it were included in their financial statements. The funds and account group are administered by the Court Administrator.

FUND ACCOUNTING: The accounts of the Fourth Judicial District Court, Judicial Expense Fund are organized on the basis of funds and account groups, each of which is considered a separate accounting entity, if applicable. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures,

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

or expenses, as appropriate. Government resources are allocated to and accounted for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds and account group in the financial statements are as follows:

Governmental Funds

General Fund (Judicial Expense Fund)

The General Fund is the general operating fund of the Fourth Judicial District Court. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The following are Special Revenue Funds of Fourth Judicial District Court:

Child Support Fund - The purpose of this fund is to provide an expedited process for the establishment and enforcement of support obligations which are brought by the Department of Health and Human Resources. Revenues are to be expended to administer the proceedings related to the expedited process.

Misdemeanor Probation Fund - The purpose of this fund is to administer supervised probation for misdemeanor charges. Revenues are to be expended to administer the proceedings related to the enforcement and monitoring misdemeanor probation.

Fiduciary Funds

Agency Funds

The Agency Funds are accounts with assets held by the Fourth Judicial District Court on behalf of others as their agent. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Child Support - Department of Health and Human Resources Fund. The purpose of this fund is to provide an expedited process for the establishment and enforcement of support obligations which are brought by the Department of Health and Human Resources. Receipts less a fee, determined by law, are remitted daily to the Department of Health and Human Resources, State of Louisiana.

Misdemeanor Probation - Indigent Defender Board Fund. The purpose of this fund is to administer supervised probation for misdemeanor charges. Receipts on behalf of the Indigent Defender Board are remitted daily to the Indigent Defender Board, Fourth District Court.

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

Fiduciary Funds (Cont'd)

Agency Funds

Misdemeanor Probation - Fines Fund. The purpose of this fund is to administer supervised probation for misdemeanor charges. Receipts on behalf of the Ouachita Parish Sheriff's Office are remitted daily to the Ouachita Parish Sheriff's Office. Receipts on behalf of the Morehouse Parish Sheriff's Office are remitted daily to the Morehouse Parish Sheriff's Office.

Misdemeanor Probation - Restitution Fund. The purpose of this fund is to administer supervised probation for misdemeanor charges. Receipts on behalf of third parties regarding court ordered restitution are remitted daily to various recipients designated by court record.

Misdemeanor Probation - Criminal Court Fund. The purpose of this fund is to administer supervised probation for misdemeanor charges. Receipts on behalf of the Fourth District Court Criminal Court Fund are remitted daily to the Criminal Court Fund, Fourth District Court.

Misdemeanor Probation - Drug Court Fund. The purpose of this fund is to administer supervised probation for misdemeanor charges. Receipt on behalf of the Ouachita Parish Police Jury Drug Court Fund are remitted daily to the Drug Court Fund, Ouachita Parish Police Jury.

Account Group

General Fixed Asset Account Group

The accounting and recording treatment applied to the fixed assets associated with a fund are determined by its measurement focus.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group and are recorded as expenditures in the governmental fund types when purchased. The Fourth Judicial District Court has elected to capitalize office furnishings and equipment, courtroom equipment and security equipment. No depreciation has been provided on general fixed assets.

All fixed assets are stated at historical cost.

All governmental fund type operations are accounted for on a spending of "financial flow" measurement focus and only current assets and current liabilities are generally included on their balance sheets.

BASIS OF ACCOUNTING: The Fourth Judicial District Court utilizes the modified accrual basis of accounting. Its revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred except that principal and interest on general long-term debt is recognized when due. Purchase of various operating supplies are regarded as expenditures at the time purchased.

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

BUDGETS AND BUDGETARY ACCOUNTING: The Fourth Judicial District Court follows these procedures in establishing the budgetary data reflected in these financial statements:

1. The Court Administrator prepares a proposed budget for the General Fund and each Special Revenue Fund and submits same to the Chief Judge, prior to the beginning of each fiscal year.
2. The Chief Judge, Fourth Judicial District Court, signs written approval of the budgets.
3. Budgetary amendments involving the transfer of funds from one program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Chief Judge.
4. All budgetary appropriations lapse at the end of each fiscal year.
5. Budgets for the General Fund (Judicial Expense Fund), and Special Revenue Funds (Child Support Fund and Misdemeanor Probation Fund), are adopted on a basis consistent with generally accepted accounting principles (GAAP).

BUDGET VARIANCE: The significant variation of actual expenses in the areas of asset expenditures, payroll related expenses, office supplies, computer programming, and repairs were primarily due to the uncertainties of budgeting a new fund (Misdemeanor Probation Fund) without historical data concerning its operation and funding source. The Chief Judge and Judges were aware of the variances and approved the additional expenses.

CASH AND CASH EQUIVALENTS: Cash includes amounts in demand deposits, interest-bearing demand deposits, money market accounts, and time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

INTERFUND RECEIVABLES/PAYABLES: Short-term interfund loans are classified as interfund receivables/payables.

PREPAID ITEMS: Advance payments for rent are expensed as the period lapses. The balance in prepaid expense represents advance rent payments due to expire during the subsequent month.

COMPENSATED ABSENCES: The Fourth Judicial District Court accrues compensated absence expense based on unused vacation available to employees as of the last day of the fiscal year. Effective January 1, 1998, unused vacation will be accumulated, therefore all of the accrued compensated absence is recognized as a current year expenditure in the governmental funds. Accumulated sick leave is non-compensable, therefore, no provision has been made for unused sick leave.

FUND EQUITY: Designated fund balances represent tentative plans for future use of financial resources.

FOURTH JUDICIAL DISTRICT COURT
 JUDICIAL EXPENSE FUND
 MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

INTERFUND TRANSACTIONS: Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

TOTAL COLUMNS ON COMBINED STATEMENTS: Total columns on the combined statements are captioned "Total (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

COMPARATIVE DATA: Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the Fourth Judicial District Court's financial position and operations. However, comparative (ie., presentation of prior year totals by fund type) data have not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

NOTE 2 EXPENDITURES - ACTUAL AND BUDGET

The Judicial Expense Fund, the Child Support Fund, and the Misdemeanor Probation Fund had exceeded their total actual expenses over total budgeted expenses for the year ended June 30, 1999 by \$2,561, \$14,248, and \$2,370 respectively. Expenses that exceeded budgeted amounts by over (5%) five percent within the government funds were as follows:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Favorable (Unfavorable) Variance</u> |
|--|-----------------|---------------|---|
| General Fund (Judicial Expense Fund) | | | |
| Asset expenditures | \$ 12,284 | \$ 13,177 | \$ (893) |
| Court reporter costs | 5,000 | 4,197 | 803 |
| Insurance | 4,904 | 4,317 | 587 |
| Internet access | 2,597 | 2,860 | (263) |
| Office supplies and postage | 6,973 | 8,038 | (1,065) |
| Repairs, maintenance and warranty | 6,923 | 7,800 | (877) |
| Special Revenue Funds (Child Support and Misdemeanor Probation Funds) | | | |
| Office supplies and postage | \$ 15,041 | \$ 15,876 | \$ (835) |
| Miscellaneous | 690 | 1,597 | (907) |
| Repairs, maintenance and warranty | 12,232 | 12,930 | (698) |
| Seminars, meetings, travel and training | 3,088 | 2,781 | 307 |

FOURTH JUDICIAL DISTRICT COURT
 JUDICIAL EXPENSE FUND
 MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 2 EXPENDITURES - ACTUAL AND BUDGET (Cont'd)

The Unfavorable variances for the current period were due to the uncertainties involved with budgeting. The Chief Judge and Judges were aware of the variances and approved the additional expenses.

NOTE 3 CASH AND CASH EQUIVALENTS

At June 30, 1999, the Fourth Judicial District Court had cash and cash equivalents (book balances) totaling \$1,744,338 as follows:

| | | |
|----------------------------------|----|-------------------------|
| Interest-bearing demand deposits | \$ | 293,999 |
| Time deposits | | <u>1,450,338</u> |
| Total | | <u>\$ 1,744,337</u> |

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. At June 30, 1999, the Fourth Judicial District Court had \$1,812,330 in deposits (collected bank balances). These deposits are secured from risk by \$995,338 of federal deposit insurance and \$2,517,997 of pledged securities held by the bank's agent in the name of the bank. (GASB Category 3)

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the securities within 10 days of being notified by the Fourth Judicial District Court that the fiscal agent has failed to pay deposited funds upon demand.

The Fourth Judicial District Court was in non-compliance with the Louisiana Revised Statute by \$77,199 in uncollateralized deposits as of July 1, 1998. Subsequently, additional collateral was pledged and the Court, as of June 30, 1999 and September 24, 1999, were currently in compliance with the statute.

NOTE 4 DUE FROM OTHER GOVERNMENTAL UNITS

Amounts due from other governmental units consisted of the following:

| | June 30, | |
|--|----------------------|----------------------|
| | 1999 | 1998 |
| General Fund | | |
| Judicial Expense Fund | | |
| Court fees - Ouachita Parish, State of Louisiana | \$ 12,285 | \$ 11,710 |
| Court fees - Morehouse Parish, State of Louisiana | 1,697 | 2,461 |
| Travel expense reimbursement - Justice Department, State of Louisiana | | <u>1,955</u> |
| Totals | <u>\$ 13,982</u> | <u>\$ 16,126</u> |

FOURTH JUDICIAL DISTRICT COURT
 JUDICIAL EXPENSE FUND
 MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 5 FIXED ASSETS

Property and equipment of all funds are stated at historical cost. Governmental fund fixed assets are recorded in the General Fixed Asset Account Group and are not depreciated.

Assets purchased under the FINS Grant Program (see Note 12) are currently being accounted for in the General Fixed Asset Account Group. However, under the provisions of the Grant contracts the assets are the property of the State of Louisiana. The State of Louisiana has instructed the Fourth Judicial District Court, Judicial Expense Fund to maintain control and ownership. The State of Louisiana, Office of Social Services retains reversioning rights in those assets. The total amount of assets purchased under this program during the years ended June 30, 1999 and 1998 were \$220 and \$4,825, respectively.

A summary of changes in general fixed assets follows:

| | Balance July 1, 1998 | Additions | Deletions | Balance June 30, 1999 |
|---------------------------|----------------------------|------------------|----------------------|-----------------------------|
| Equipment and furnishings | | | | |
| Office | \$ 390,509 | \$ 36,273 | \$ (99,607) | \$ 327,175 |
| Courtroom | 35,521 | 3,022 | (4,212) | 34,331 |
| Security | 4,550 | 0 | 0 | 4,550 |
| | <u>\$ 430,580</u> | <u>\$ 39,295</u> | <u>\$ (103,819)</u> | <u>\$ 366,056</u> |
| | | | | |
| | Balance July 1, 1997 | Additions | Deletions | Balance June 30, 1998 |
| Equipment and furnishings | | | | |
| Office | \$ 341,825 | \$ 48,767 | \$ (83) | \$ 390,509 |
| Courtroom | 30,252 | 5,269 | 0 | 35,521 |
| Security | 4,550 | 0 | 0 | 4,550 |
| | <u>\$ 376,627</u> | <u>\$ 54,036</u> | <u>\$ (83)</u> | <u>\$ 430,580</u> |

NOTE 6 PENSION PLANS

Plan Description. Many employees of the Court are members of the Louisiana State Employees' Retirement System (LASERS), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The LASERS provides retirement benefits as well as disability and survivor benefits. Benefits are established and amended by state statute. Benefits granted by the LASERS are guaranteed by the State of Louisiana under provisions of the Louisiana Constitution of 1974. The LASERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Louisiana State Employees' Retirement, Post Office Box 44213, Baton Rouge, Louisiana 70804-4213, or by calling (504) 922-0600.

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 6 PENSION PLANS (Cont'd)

Funding Policy. Plan members of the Court are required by state statute to contribute 7.5 percent of their annual covered salary and the Court (employer) is required to contribute at an actuarially determined rate. The current employer rate is 12.4 and 13.0 percent of annual covered payroll as of June 30, 1999 and 1998, respectively. The contribution requirements of plan members and the Court are established and may be amended by state statute. As provided by state statute, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Court's employer contributions to the LASERS for the years ending June 30, 1999, 1998, and 1997, were \$17,638, \$20,346, and \$19,361, respectively, equal to the required contributions for each year.

Other Plan Description. The employees that are not members of LASERS are members of the Parochial Employees' Retirement System of Louisiana (System), a multiple-employer (cost-sharing), Public Employee Retirement System (PERS), controlled and administered by a separate board of trustees. This System is composed of two distinct plans, Plan A and Plan B with separate assets and benefit provisions. The System issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Parochial Employees' Retirement System of Louisiana, P.O. Box 14619, Baton Rouge, Louisiana 70898-4619 or by calling (504) 928-1361

Other Plan Funding Policy. To this system plan members are required to contribute 9.5 percent of their annual covered salary and this court reimburses the primary government, the Ouachita Parish Police Jury for retirement contributions at actuarially determined rates made into the System. The current employer rate is 7.6 percent of annual covered payroll. The Court reimbursed \$12,704, \$10,732, and \$8,565 to the Ouachita Parish Police Jury for contributions to the System during the years ending June 30, 1999, 1998 and 1997, respectively, as its share of contributions, equal to the required contributions for each year.

NOTE 7 DUE TO OTHER GOVERNMENTAL UNITS

Accounts due to other governmental units consist of the following:

| | June 30, | |
|--|-----------|-----------|
| | 1999 | 1998 |
| General Fund | | |
| Judicial Expense Fund | | |
| Ouachita Parish Police Jury - State of Louisiana | \$ 344 | \$ 272 |
| Morehouse Parish Police Jury - State of Louisiana | 218 | 606 |
| Louisiana State Employee's Retirement System | 925 | 1,058 |
| Total General Fund | \$ 1,487 | \$ 1,936 |
| Special Revenue Funds | | |
| Child Support Fund | | |
| Ouachita Parish Police Jury - State of Louisiana | \$ 4,978 | \$ 1,218 |
| Morehouse Parish Clerk of Court - State of Louisiana | 3,163 | 4,787 |
| Ouachita Parish Clerk of Court - State of Louisiana | 2,301 | |
| Louisiana State Employee's Retirement System | 1,330 | 344 |
| Misdemeanor Probation Fund | | |
| Ouachita Parish Police Jury - State of Louisiana | 15,824 | 5,805 |
| Louisiana State Employee's Retirement System | 77 | |
| Total Special Revenue Funds | \$ 27,673 | \$ 12,154 |

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 8 COMPENSATED ABSENCES

At June 30, 1999, employees of the Fourth Judicial District Court have accumulated and vested \$9,329 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. Of this amount, \$1,124 is recorded as an obligation of the General Fund and \$8,205 is recorded as an obligation of the Special Revenue Funds.

At June 30, 1998, employees of the Fourth Judicial District Court had accumulated and vested \$8,206 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. Of this amount, \$1,726 is recorded as an obligation of the General Fund and \$6,480 is recorded as an obligation of the Special Revenue Funds.

NOTE 9 COMMITMENTS

The Fourth Judicial District Court has operating leases as follows:

Special Revenue Funds

Child Support Fund: On March 10, 1994 the Fourth Judicial District Court agreed to sublease from the Ouachita Parish Police Jury a noncancellable operating lease primarily for courtroom and office space. The lease may be canceled in the event of a lack of funding. They also entered into a cancelable operating lease for parking space adjacent to this courtroom. Rental expense under these operating lease agreements was \$15,600 and \$15,600 during fiscal years ending June 30, 1999 and 1998, respectively. The lease options expire August 31, 1999.

Child Support Fund: On September 1, 1998, the Fourth Judicial District Court agreed to sublease from the Ouachita Parish Police Jury a lease that was on a month to month basis for office space. Rental expense under this operating lease agreement was \$11,500 during fiscal year ending June 30, 1999.

Child Support Fund: On June 25, 1999 the Fourth Judicial District Court agreed to sublease from the Ouachita Parish Police Jury a noncancellable operating lease primarily for courtroom and office space with a municipal address of 1 Wood Street, Monroe, Louisiana. The lease term commences July 1, 1999 for twelve months with one (1) option to renew. The lease may be canceled in the event of a lack of funding.

Misdemeanor Probation Fund: On April 28, 1995, the Fourth Judicial District Court agreed to sublease from the Ouachita Parish Police Jury a noncancellable operating lease for office space. The lease term is for twelve (12) months, commencing May 1, 1997 and ending April 30, 1998. An option to renew this lease and extend same for a one (1) year period after the termination of the primary term was not exercised as of June 30, 1998. From May 1, 1998 until August 31, 1998, the lease was on a month to month basis for the same office space. On July 18, 1998 the Fourth Judicial District Court agreed to sublease from the Ouachita Parish Policy Jury a noncancellable operating lease for office space. The lease term is for twelve (12) months, commencing August 1, 1998 and ending July 31, 1999. An option to renew this lease and extend same for a one (1) year period is available after the termination of the primary term. Rental expense under these operating lease agreements was \$2,300 and \$13,525 during fiscal years ending June 30, 1999 and 1998, respectively.

Misdemeanor Probation Fund : On August 19, 1998, the Fourth Judicial District Court agreed to sublease from the Ouachita Parish Police Jury a noncancellable operating lease for office space. The lease term is for twelve (12) months, commencing September 1, 1998 and ending August 31, 1999. An option to renew this lease has been exercised and extended same for one (1) year period with a five (5%) percent increase. The new lease term is for twelve (12) months,

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 9 COMMITMENTS (Cont'd)

commencing September 1, 1999 and ending August 31, 2000. An option to renew this lease and extend same for another one (1) year period is available after the termination of the option term currently exercised. Rental expense under this operating lease agreement was \$17,400 during the fiscal year ending June 30, 1999.

The minimum annual commitments under noncancellable operating leases are as follows:

Special Revenue Fund

| Year Ending June 30, | Child Support Fund | Misdemeanor Probation Fund |
|-------------------------|--------------------------|----------------------------------|
| 2000 | \$ 10,600 | \$ 21,750 |
| 2001 | | 3,654 |
| Total | <u>\$ 10,600</u> | <u>\$ 25,404</u> |

NOTE 10 CHANGES IN AGENCY FUND DEPOSITS DUE OTHERS

A summary of changes in agency fund deposits due others follows:

| | Balance at Beginning of Year | Additions | Reductions | Balance at End of Year |
|---|------------------------------------|---------------------|---------------------|------------------------------|
| Agency Funds: | | | | |
| Child Support Fund | | | | |
| Department of Health and Human Resources, Monroe, Louisiana | \$ 0 | \$ 8,162,778 | \$ 8,162,778 | \$ 0 |
| Misdemeanor Probation Fund | | | | |
| Ouachita Parish Sheriff's Department, Monroe, Louisiana | 30 | 3,009 | 3,039 | 0 |
| Morehouse Parish Sheriff's Department, Bastrop, Louisiana | 0 | 1,109 | 1,109 | 0 |
| Indigent Defender Board, Monroe, Louisiana | 40 | 11,584 | 11,594 | 30 |
| Restitution Recipients, Fourth District, State of Louisiana | 978 | 42,107 | 40,207 | 2,878 |
| Criminal Court Fund, Fourth District, State of Louisiana | 0 | 125 | 125 | 0 |
| Drug Court Fund, Ouachita Parish Police Jury, Monroe, Louisiana | 0 | 905 | 875 | 30 |
| | <u>\$ 1,048</u> | <u>\$ 8,221,617</u> | <u>\$ 8,219,727</u> | <u>\$ 2,938</u> |

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 11 JOINT VENTURES

The Child Support Fund has entered into agreements with the Ouachita Parish Police Jury, Ouachita Clerk of Court, and the Morehouse Clerk of Court for reimbursement of salaries, payroll taxes, group insurance, retirement and workman's compensation related to employees. The Misdemeanor Probation Fund has also entered into agreements with the Ouachita Parish Police Jury for reimbursement of salaries, payroll taxes, group insurance, retirement and workman's compensation related to employees. The Fourth Judicial District Court, Child Support Fund, and Misdemeanor Probation Fund have also entered into agreements with the Ouachita Parish Police Jury to reimburse them for rents (see Note 10 - Commitments). The Ouachita Parish Police Jury also bills the Child Support Fund one dollar per page filed by that office to reimburse it for costs directly related to the Child Support enforcement program included in these financial statements as a special revenue fund. The Ouachita Parish Police Jury and Morehouse Parish Police Jury are reimbursed one dollar per page per case filed by those offices for costs directly related to the indigent cases of the Judicial Expense Fund included in these financial statements as a general fund expense. As the Fourth Judicial District Court, Child Support Fund, and Misdemeanor Probation Fund reimburses the other governmental units, the appropriate expense accounts are debited and reflected in the financial statements.

NOTE 12 GRANT PROGRAM

The Fourth Judicial District Court, Judicial Expense Fund, has entered into a contract with the Office of Community Services, State of Louisiana under the "Families In Need of Services Program" (FINS) certified by Chief Judge Milton Moore. The contract was approved and funded for the period beginning January 1, 1998 until December 31, 1998 for \$28,000. The Court agreed to furnish the administration and implementation of Families In Need of Services, Title VII of the Louisiana Children's Code, within the Fourth Judicial District, State of Louisiana.

The Fourth Judicial District Court, Judicial Expense Fund, has entered into another contract with the Office of Community Services, State of Louisiana under the "Families In Need of Services Program" (FINS) certified by Chief Judge Charles E. Joiner April 8, 1999 for \$44,241. The contract was approved and funded for the period beginning January 1, 1999 until December 31, 1999.

The total expenditures of the Fourth Judicial District Court, Judicial Expense Fund related to these programs was \$35,008 and \$22,336 for the fiscal years ended June 30, 1999 and 1998, respectively.

NOTE 13 YEAR 2000 (Y2K) COMPLIANT DISCLOSURE - UNAUDITED

Statement: Year 2000 Compliancy Plan - The Court is fully aware of the problems that will arise from non-year 2000 compliant computers and software. Within the past two years, most of the computers in use by the Court have been upgraded with newer computers and operating systems. Fortunately, this upgrade comes at a time when the year 2000 problem can be resolved at the same time. This can be achieved by selecting only year 2000 certified computers and software systems during this upgrade.

Hardware: Certified as Compliant

Servers - The server for the courthouse is a COMPAQ Proliant 2500 Server with Microsoft NT Server operating system. The server for the Probation Office and Drug Court is also a COMPAQ computer with Microsoft NT Workstation operating system. All hardware and software is certified year 2000 compliant by COMPAQ and MICROSOFT.

Judges and Their Secretaries - Currently using COMPAQ computers that are certified to be year 2000 compliant as of October 7, 1997.

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 13 YEAR 2000 (Y2K) COMPLIANT DISCLOSURE - UNAUDITED (Cont'd)

Law Clerks - Computers were upgraded by replacing the motherboard with a Pentium motherboard. The computers have been tested as being year 2000 compliant.

Court Administrator - Recently purchased new Micron computer system which is compliant.

Deputy Clerks and Child Support - Computers were upgraded by replacing the motherboard with the newer Pentium Processor. The computers have been tested as being year 2000 compliant.

Court Reporters - Recently purchased new COMPAQ computers that are certified to be year 2000 compliant as of October 7, 1997.

Probation Office - Currently using COMPAQ computers that are certified to be year 2000 compliant as of October 7, 1997.

Drug Court - Recently purchased new COMPAQ computers that are certified to be year 2000 compliant as of October 7, 1997.

Hardware: Compliancy Not Yet Determined

Morehouse Secretaries (2) - The Morehouse Parish secretaries are using Dell Computers that were purchased four years ago. Year 2000 compliancy is still to be determined.

Operating Systems: Compliant

Operating System - The operating system installed on most personal computers is Microsoft Windows 95, with the exception of some computers that came with Microsoft Windows NT Workstation already installed.

Desktop Applications: Compliant

Word Processing - The desktop application used is the Microsoft Office Suite of Products, including Excel, Access and Word, certified by Microsoft to be year 2000 compliant.

E-Mail - The server based messaging system used is the Microsoft Exchange Server and the client e-mail package is Microsoft Outlook, both are certified by Microsoft to be year 2000 compliant.

Accounting - There are currently two accounting systems that are used by the Court. All bills are paid using the QUICKEN software system and payroll checks are generated using the CERTIFLEX system. Both systems have been upgraded to achieve year 2000 compliancy.

Probation Office - The LOTUS APPROACH package is used to manage the Probation Office database and has been upgraded for year 2000 compliancy.

Drug Court - Currently uses Microsoft access database that is year 2000 compliant.

Custom Software: Not Yet Determined To Be Compliant

Child Support; Felony Management; Case Management - These three applications were developed by a local programmer and are not yet certified to be year 2000 compliant. Upgrades to the database system have been purchased and the original contract programmer has been notified that the software must be made to be year 2000 compliant. Any changes that have to be made to the software should be completed by the end of the last quarter of 1999.

**FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA**

**SUPPLEMENTAL INFORMATION SCHEDULES
As of and For the Year Ended June 30, 1999**

**COMPONENT UNIT FINANCIAL STATEMENTS OF
INDIVIDUAL FUND AND ACCOUNT GROUPS**

**FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA**

**SUPPLEMENTAL INFORMATION SCHEDULES
As of and For the Year Ended June 30, 1999**

**GENERAL FUND
(JUDICIAL EXPENSE FUND)**

To account for resources traditionally associated with government which are not required to be accounted for in another fund.

FOURTH JUDICIAL DISTRICT COURT
 JUDICIAL EXPENSE FUND
 MONROE, LOUISIANA
 GENERAL FUND

SUPPLEMENTAL INFORMATION SCHEDULES
 COMPARATIVE BALANCE SHEETS
 June 30, 1999 and 1998

ASSETS

| | <u>1999</u> | <u>1998 (Memo randum Only)</u> |
|-----------------------------------|-------------------|--|
| Cash-in-bank | \$ 398,186 | \$ 328,347 |
| Due from other governmental units | <u>13,982</u> | <u>16,126</u> |
| Total assets | <u>\$ 412,168</u> | <u>\$ 344,473</u> |

LIABILITIES AND FUND EQUITY

LIABILITIES:

| | | |
|--|------------|----------|
| Accrued and other liabilities | \$ 9,665 | \$ 3,194 |
| Due to State of Louisiana Group Benefits Plan (insurance withheld) | 212 | 251 |
| Due to other governmental units (payroll taxes and overpaid court fees) | 1,487 | 1,936 |
| Compensated absences payable | 1,124 | 1,726 |
| Due to Misdemeanor Probation Fund | <u>509</u> | |

Total liabilities

\$ 12,997 \$ 7,107

FUND BALANCE - UNRESERVED:

| | | |
|--------------|---------------|---------------|
| Undesignated | \$ 344,521 | \$ 293,053 |
| Designated | <u>54,650</u> | <u>44,313</u> |

Total fund equity

\$ 399,171 \$ 337,366

Total liabilities and fund equity

\$ 412,168 \$ 344,473

The accompanying notes are an integral part of this statement.

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**FOURTH JUDICIAL DISTRICT
 JUDICIAL EXPENSE FUND
 MONROE, LOUISIANA**

**SUPPLEMENTAL INFORMATION SCHEDULES
 STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
 GENERAL FUND TYPE (JUDICIAL EXPENSE FUND) - BUDGET (GAAP BASIS) AND ACTUAL
 Year Ended June 30, 1999
 With Comparable Actual Amounts For Year Ended June 30, 1998**

| | 1999 | | 1998 | |
|--|-----------------------------------|-------------------|--|---------------------------|
| | (Amended June, 1999) Budget | Actual | Variance - Favorable (Unfavorable) | (Memo- random Only) |
| REVENUE | | | | |
| Court fees - Ouachita Parish | \$ 164,100 | \$ 165,885 | \$ 1,785 | \$ 173,195 |
| - Morehouse Parish | 36,547 | 36,897 | 350 | 35,041 |
| Grant revenue | 28,000 | 44,241 | 16,241 | 28,000 |
| Interest income | 13,030 | 13,210 | 180 | 12,751 |
| Other income | 164 | 663 | 499 | 403 |
| Total revenues | \$ 241,841 | \$ 260,896 | \$ 19,055 | \$ 249,390 |
| EXPENDITURES | | | | |
| Current | | | | |
| General government | | | | |
| Assets expenditures | \$ 12,284 | \$ 13,177 | \$ (893) | \$ 33,189 |
| Court reporter costs | 5,000 | 4,197 | 803 | 6,392 |
| Insurance expense | 4,904 | 4,317 | 587 | 4,142 |
| Internet access | 2,597 | 2,860 | (263) | 2,882 |
| Miscellaneous | 760 | 706 | 54 | 1,006 |
| Office supplies and postage | 6,973 | 8,038 | (1,065) | 6,090 |
| Payroll taxes | 2,273 | 2,375 | (102) | 2,452 |
| Professional fees | 51,562 | 52,609 | (1,047) | 26,664 |
| Reference materials and dues | 3,430 | 3,286 | 144 | 2,613 |
| Rent - equipment | 10,185 | 9,927 | 258 | 9,768 |
| Repair, maintenance, and warranty | 6,923 | 7,800 | (877) | 13,692 |
| Retirement expense | 8,752 | 8,780 | (28) | 10,358 |
| Salaries | 70,031 | 70,417 | (386) | 82,815 |
| Seminars, meetings, travel and training | 10,507 | 10,133 | 374 | 8,282 |
| Telephone and utility expense | 349 | 469 | (120) | 615 |
| Total expenditures | \$ 196,530 | \$ 199,091 | \$ (2,561) | \$ 210,960 |
| EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES | \$ 45,311 | \$ 61,805 | \$ 16,494 | \$ 38,430 |
| OTHER FINANCING SOURCES | | | | |
| Operating transfers in | \$ | \$ | \$ | \$ |
| Operating transfers out | | | | |
| Total other financing sources (uses) | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES | \$ 45,311 | \$ 61,805 | \$ 16,494 | \$ 38,430 |
| FUND BALANCE - BEGINNING | 337,366 | 337,366 | | 298,936 |
| FUND BALANCE - ENDING | \$ 382,677 | \$ 399,171 | \$ 16,494 | \$ 337,366 |

The accompanying notes are an integral part of this statement.

**FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA**

**SUPPLEMENTAL INFORMATION SCHEDULES
As of And For the Year Ended June 30, 1999**

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

SUPPLEMENTAL INFORMATION SCHEDULE
SPECIAL REVENUE FUNDS
COMBINING BALANCE SHEETS

June 30, 1999

With Comparable Year Actual Amounts for June 30, 1998

| | 1999 | | 1998 | |
|-----------------------------------|--------------------------|---------------------------------------|---------------------|------------------------------------|
| | Child Support Fund | Misde- meanor Probation Fund | Total | Total (Memo- random Only) |
| ASSETS | | | | |
| Assets: | | | | |
| Cash and cash equivalents | \$ 982,264 | \$ 360,950 | \$ 1,343,214 | \$ 1,174,114 |
| Accounts Receivables - Fees | 3,454 | | 3,454 | 4,114 |
| Prepaid expenses and deposits | 738 | | 738 | 1,079 |
| Due from Misdemeanor Probation | | | | 765 |
| Due from Judicial Expense Fund | | 509 | 509 | |
| Total assets | <u>\$ 986,456</u> | <u>\$ 361,459</u> | <u>\$ 1,347,915</u> | <u>\$ 1,180,072</u> |
| LIABILITIES | | | | |
| Liabilities: | | | | |
| Accounts and other payables | \$ 10,844 | \$ 3,302 | \$ 14,146 | \$ 6,371 |
| Due to other governmental units | 11,772 | 15,901 | 27,673 | 12,154 |
| Compensated absences | 3,464 | 4,741 | 8,205 | 6,480 |
| Due to Child Support Fund | | | | 765 |
| Total liabilities | <u>\$ 26,080</u> | <u>\$ 23,944</u> | <u>\$ 50,024</u> | <u>\$ 25,770</u> |
| Fund Equity: | | | | |
| Fund balances | | | | |
| Unreserved | | | | |
| Undesignated | \$ 960,376 | \$ 335,800 | \$ 1,296,176 | \$ 1,154,302 |
| Designated | | 1,715 | 1,715 | |
| TOTAL FUND EQUITY | <u>\$ 960,376</u> | <u>\$ 337,515</u> | <u>\$ 1,297,891</u> | <u>\$ 1,154,302</u> |
| TOTAL LIABILITIES AND FUND EQUITY | <u>\$ 986,456</u> | <u>\$ 361,459</u> | <u>\$ 1,347,915</u> | <u>\$ 1,180,072</u> |

FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA

SUPPLEMENTAL INFORMATION SCHEDULES
SPECIAL REVENUE FUNDS
COMBINING SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
For The Year Ended June 30, 1999
With Comparable Year Actual Amounts
For The Year Ended June 30, 1998

| | 1999 | | | 1998 |
|--|--------------------------|---------------------------------------|---------------------|------------------------------------|
| | Child Support Fund | Misde- meanor Probation Fund | Total | Total (Memo- random Only) |
| REVENUES | | | | |
| Court fees | \$ 398,998 | \$ 254,360 | \$ 653,358 | \$ 649,209 |
| Interest income | 41,122 | 14,997 | 56,119 | 49,385 |
| Other income | 41 | 1,138 | 1,179 | 2,058 |
| Total revenues | <u>\$ 440,161</u> | <u>\$ 270,495</u> | <u>\$ 710,656</u> | <u>\$ 700,652</u> |
| EXPENDITURES | | | | |
| Current | | | | |
| General government | | | | |
| Asset expenditures | \$ 8,302 | \$ 17,817 | \$ 26,119 | \$ 20,845 |
| Insurance | 15,049 | 25,582 | 40,631 | 31,566 |
| Internet access | 707 | | 707 | 570 |
| Miscellaneous | 482 | 1,115 | 1,597 | 2,266 |
| Office supplies and postage | 7,865 | 8,011 | 15,876 | 18,919 |
| Payroll taxes | 3,405 | 2,518 | 5,923 | 5,076 |
| Professional fees | 56,178 | 12,139 | 68,317 | 54,756 |
| Reference materials and dues | 12,931 | 12,039 | 24,970 | 22,381 |
| Rent | 32,494 | 22,048 | 54,542 | 36,467 |
| Repairs, maintenance, and warranty | 6,781 | 6,149 | 12,930 | 8,846 |
| Retirement | 12,643 | 13,065 | 25,708 | 24,177 |
| Salaries | 121,307 | 160,709 | 282,016 | 251,624 |
| Seminars, meetings, travel and training | 1,466 | 1,315 | 2,781 | 3,512 |
| Telephone | 573 | | 573 | 575 |
| Utilities | 4,377 | | 4,377 | 4,576 |
| Total expenditures | <u>\$ 284,560</u> | <u>\$ 282,507</u> | <u>\$ 567,067</u> | <u>\$ 486,156</u> |
| EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES | <u>\$ 155,601</u> | <u>\$ (12,012)</u> | <u>\$ 143,589</u> | <u>\$ 214,496</u> |
| OTHER FINANCING SOURCES (USES) | | | | |
| Operating transfers in | \$ | \$ | \$ | \$ |
| Operating transfers out | | | | |
| Total other financing sources (uses) | <u>\$</u> | <u>\$</u> | <u>\$ 0</u> | <u>\$ 0</u> |
| EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES | <u>\$ 155,601</u> | <u>\$ (12,012)</u> | <u>\$ 143,589</u> | <u>\$ 214,496</u> |
| FUND BALANCES (DEFICIT) AT BEGINNING OF YEAR | <u>804,775</u> | <u>349,527</u> | <u>1,154,302</u> | <u>939,806</u> |
| FUND BALANCES (DEFICIT) AT END OF YEAR | <u>\$ 960,376</u> | <u>\$ 337,515</u> | <u>\$ 1,297,891</u> | <u>\$ 1,154,302</u> |

The accompanying notes are an integral part of this statement.

FOURTH JUDICIAL DISTRICT COURT
 JUDICIAL EXPENSE FUND
 SPECIAL REVENUE FUNDS
 COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
 BUDGET (GAAP BASIS) AND ACTUAL - BY FUND
 YEAR ENDED JUNE 30, 1999
 WITH COMPARABLE ACTUAL AMOUNTS FOR YEAR ENDED JUNE 30, 1998

| | CHILD SUPPORT FUND | | | | MISDEMEANOR PROBATION FUND | | | | TOTAL SPECIAL REVENUE FUNDS | | | | |
|--|--------------------------------|----------------------------------|--------------------|--------------------------------|----------------------------------|--------------------|--------------------------------|----------------------------------|-----------------------------|---------------------|---------------------|----------------------------------|---------------------|
| | 1999 | | 1998 | | 1999 | | 1998 | | 1999 | | 1998 | | |
| | (Amended June 15, 1999) Budget | Variance Favorable (Unfavorable) | (Memo-random Only) | (Amended June 15, 1999) Budget | Variance Favorable (Unfavorable) | (Memo-random Only) | (Amended June 15, 1999) Budget | Variance Favorable (Unfavorable) | (Memo-random Only) | Budget | Actual | Variance Favorable (Unfavorable) | (Memo-random Only) |
| REVENUES | | | | | | | | | | | | | |
| Court fees | \$ 407,980 | \$ (8,982) | \$ 367,486 | \$ 254,225 | \$ 254,360 | \$ 135 | \$ 281,723 | \$ 135 | \$ 281,723 | \$ 662,205 | \$ 653,358 | \$ (8,847) | \$ 649,209 |
| Interest income | 41,000 | 122 | 36,502 | 14,800 | 14,997 | 197 | 12,883 | 197 | 12,883 | 55,800 | 56,119 | 319 | 49,385 |
| Other income | 41 | | 2,058 | | 1,138 | 1,138 | | 1,138 | | 41 | 1,179 | 1,138 | 2,058 |
| Total revenues | \$ 449,021 | \$ (8,860) | \$ 406,046 | \$ 269,025 | \$ 270,495 | \$ 1,470 | \$ 294,606 | \$ 1,470 | \$ 294,606 | \$ 718,046 | \$ 710,656 | \$ (7,390) | \$ 700,652 |
| EXPENDITURES | | | | | | | | | | | | | |
| Current | | | | | | | | | | | | | |
| General government | | | | | | | | | | | | | |
| Asset expenditures | \$ 8,303 | \$ 8,302 | \$ 7,129 | \$ 18,200 | \$ 17,817 | \$ 383 | \$ 13,716 | \$ 383 | \$ 13,716 | \$ 26,503 | \$ 26,119 | \$ 384 | \$ 20,845 |
| Insurance | 15,534 | 15,049 | 14,679 | 24,957 | 25,582 | (625) | 16,887 | (625) | 16,887 | 40,491 | 40,631 | (140) | 31,566 |
| Internet access | 707 | 707 | 570 | | | | | | | 707 | 707 | | 570 |
| Miscellaneous | 135 | 482 | 1,386 | 555 | 1,115 | (560) | 880 | (560) | 880 | 690 | 1,597 | (907) | 2,266 |
| Office supplies | 7,664 | 7,865 | 12,191 | 7,377 | 8,011 | (634) | 6,728 | (634) | 6,728 | 15,041 | 15,876 | (835) | 18,919 |
| Payroll taxes | 3,194 | 3,405 | 3,160 | 2,587 | 2,516 | 69 | 1,916 | 69 | 1,916 | 5,781 | 5,923 | (142) | 5,076 |
| Professional fees | 55,000 | 56,178 | 46,156 | 12,125 | 12,139 | (14) | 8,600 | (14) | 8,600 | 67,125 | 68,317 | (1,192) | 54,756 |
| Reference materials and dues | 13,000 | 12,931 | 11,763 | 12,500 | 12,039 | 461 | 10,618 | 461 | 10,618 | 25,500 | 24,970 | 530 | 22,381 |
| Rent | 31,243 | 32,494 | 20,430 | 21,912 | 22,048 | (136) | 16,037 | (136) | 16,037 | 53,155 | 54,542 | (1,387) | 36,467 |
| Repairs, maintenance and warranty | 6,632 | 6,781 | 6,506 | 5,600 | 6,149 | (549) | 2,340 | (549) | 2,340 | 12,232 | 12,930 | (698) | 8,846 |
| Retirement | 12,760 | 12,643 | 14,350 | 12,138 | 13,065 | (927) | 9,827 | (927) | 9,827 | 24,898 | 25,708 | (810) | 24,177 |
| Salaries | 109,717 | 121,307 | 123,384 | 160,598 | 160,709 | (111) | 128,240 | (111) | 128,240 | 270,315 | 282,016 | (11,701) | 251,624 |
| Seminars, meetings, travel and training | 1,500 | 1,466 | 2,176 | 1,588 | 1,315 | 273 | 1,336 | 273 | 1,336 | 3,088 | 2,781 | 307 | 3,512 |
| Telephone | 573 | 573 | 563 | | | | 12 | | 12 | 573 | 573 | | 575 |
| Utilities | 4,350 | 4,377 | 4,576 | | | | | | | 4,350 | 4,377 | (27) | 4,576 |
| Total expenditures | \$ 270,312 | \$ 284,560 | \$ 269,019 | \$ 280,137 | \$ 282,507 | \$ (2,370) | \$ 217,137 | \$ (2,370) | \$ 217,137 | \$ 550,449 | \$ 567,067 | \$ (16,618) | \$ 486,156 |
| EXCESS OF REVENUES OVER EXPENDITURES | \$ 178,709 | \$ 155,601 | \$ 137,027 | \$ (11,112) | \$ (12,012) | \$ (900) | \$ 77,469 | \$ (900) | \$ 77,469 | \$ 167,597 | \$ 143,589 | \$ (24,008) | \$ 214,496 |
| OTHER FINANCING SOURCES | | | | | | | | | | | | | |
| Operating transfers in | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Operating transfers out | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Totals | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES | \$ 178,709 | \$ 155,601 | \$ 137,027 | \$ (11,112) | \$ (12,012) | \$ (900) | \$ 77,469 | \$ (900) | \$ 77,469 | \$ 167,597 | \$ 143,589 | \$ (24,008) | \$ 214,496 |
| FUND BALANCE - BEGINNING | 804,775 | 804,775 | 667,748 | 349,527 | 349,527 | 272,058 | 1,154,302 | 272,058 | 1,154,302 | 1,154,302 | 1,154,302 | 939,806 | 939,806 |
| FUND BALANCE - ENDING | \$ 983,484 | \$ 960,376 | \$ 804,775 | \$ 338,415 | \$ 337,515 | \$ (900) | \$ 349,527 | \$ (900) | \$ 349,527 | \$ 1,321,899 | \$ 1,297,891 | \$ (24,008) | \$ 1,154,302 |

The accompanying notes are an integral part of this statement.

**FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA**

**SUPPLEMENTAL INFORMATION SCHEDULES
As of and For the Year Ended June 30, 1999**

**FIDUCIARY FUNDS
(AGENCY FUNDS)**

To account for assets held by the Fourth Judicial District Court, Judicial Expense Fund on behalf of others as their agent.

FOURTH JUDICIAL DISTRICT COURT
 JUDICIAL EXPENSE FUND
 MONROE, LOUISIANA
 AGENCY FUNDS

SUPPLEMENTAL INFORMATION SCHEDULES
 COMBINING BALANCE SHEET
 JUNE 30, 1999

| | Department of Health and and Human Resources Fund | Misdemeanor Probation Fine Fund | Indigent Defender Board Fund | Misdemeanor Probation Restitution Fund | Criminal Court Fund | Misdemeanor Probation Drug Court Fund | Total |
|--|---|--|---------------------------------------|---|---------------------------|--|-----------------|
| ASSETS | | | | | | | |
| Cash and cash equivalents | \$ 0 | \$ 0 | \$ 30 | \$ 2,878 | \$ 0 | \$ 30 | \$ 2,938 |
| Total Assets | \$ 0 | \$ 0 | \$ 30 | \$ 2,878 | \$ 0 | \$ 30 | \$ 2,938 |
| LIABILITIES AND FUND EQUITY | | | | | | | |
| Liabilities: | | | | | | | |
| Deposits due others | \$ 0 | \$ 0 | \$ 30 | \$ 2,878 | \$ 0 | \$ 30 | \$ 2,938 |
| Total Liabilities | \$ 0 | \$ 0 | \$ 30 | \$ 2,878 | \$ 0 | \$ 30 | \$ 2,938 |
| Fund Equity - fund balances: | | | | | | | |
| Unreserved - undesignated | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Total Fund Equity | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Total Liabilities and Fund Equity | \$ 0 | \$ 0 | \$ 30 | \$ 2,878 | \$ 0 | \$ 30 | \$ 2,938 |

The accompanying notes are an integral part of this statement.

FOURTH JUDICIAL DISTRICT COURT
 JUDICIAL EXPENSE FUND
 MONROE, LOUISIANA
 AGENCY FUNDS

SUPPLEMENTAL INFORMATION SCHEDULES
 SCHEDULE OF CHANGES IN DEPOSITS DUE OTHERS

For The Year Ended June 30, 1999
 With Comparable Actual Amounts For Year Ended June 30, 1998

| | Department Of Health And Human Resources Fund | Misdemeanor Probation Fines Fund | Indigent Defender Board Fund | Misdemeanor Probation Restitution Fund | Criminal Court Fund | Misdemeanor Probation Drug Court Fund | Total | 1998 Total (Memo- randum Only) |
|---|---|---|---------------------------------------|---|---------------------------|--|--------------|--|
| DEPOSIT BALANCES AT BEGINNING OF YEAR | \$ 0 | \$ 30 | \$ 40 | \$ 978 | \$ 0 | \$ 0 | \$ 1,048 | \$ 147 |
| ADDITIONS | | | | | | | | |
| Child support payments collected for Department of Health and Human Resources | \$ 8,162,778 | \$ | \$ | \$ | \$ | \$ | \$ 8,162,778 | \$ 7,602,370 |
| Fines collected for Fourth District Indigent Defender Board fees | | 4,118 | | | | | 4,118 | 7,082 |
| Restitution payments collected for court ordered for Criminal Court Fund | | | 11,584 | | | | 11,584 | 12,358 |
| Fines collected for Criminal Court Fund | | | | 42,107 | 125 | | 42,107 | 38,675 |
| Drug screening fees collected for Drug Court | | | | | | 905 | 905 | |
| Total additions | \$ 8,162,778 | \$ 4,118 | \$ 11,584 | \$ 42,107 | \$ 125 | \$ 905 | \$ 8,221,617 | \$ 7,660,485 |
| Total | \$ 8,162,778 | \$ 4,148 | \$ 11,624 | \$ 43,085 | \$ 125 | \$ 905 | \$ 8,222,665 | \$ 7,660,632 |
| REDUCTIONS | | | | | | | | |
| Disbursements to Department of Health and Human Resources | \$ 8,162,778 | \$ | \$ | \$ | \$ | \$ | \$ 8,162,778 | \$ 7,602,370 |
| Disbursements to Ouachita Parish Sheriff's Office | | 3,039 | | | | | 3,039 | 5,701 |
| Disbursements to Morehouse Parish Sheriff's Office | | 1,109 | | | | | 1,109 | 1,351 |
| Disbursements to Indigent Defender Board | | | 11,594 | | | | 11,594 | 12,328 |
| Disbursements of Restitution to Court Ordered Recipients | | | | 40,207 | 125 | | 40,207 | 37,834 |
| Disbursements to Criminal Court Fund | | | | | | 875 | 875 | |
| Disbursements to Drug Court Fund | | | | | | | | |
| Total reductions | \$ 8,162,778 | \$ 4,148 | \$ 11,594 | \$ 40,207 | \$ 125 | \$ 875 | \$ 8,219,727 | \$ 7,659,584 |
| DEPOSIT BALANCES AT END OF YEAR | \$ 0 | \$ 0 | \$ 30 | \$ 2,878 | \$ 0 | \$ 30 | \$ 2,938 | \$ 1,048 |

The accompanying notes are an integral part of this statement.

**FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA**

**SUPPLEMENTAL INFORMATION SCHEDULES
As of And For The Year Ended June 30, 1999**

GENERAL FIXED ASSETS ACCOUNT GROUP

To account for fixed assets not used in proprietary fund operation.

FOURTH JUDICIAL DISTRICT COURT
 JUDICIAL EXPENSE FUND
 MONROE, LOUISIANA

SUPPLEMENTAL INFORMATION SCHEDULES
 COMPARATIVE STATEMENTS OF GENERAL FIXED ASSETS
 Years Ended June 30, 1999 and 1998

| | 1999 | 1998 (Memo- randum Only) |
|---|-------------------|-----------------------------------|
| GENERAL FIXED ASSETS - at cost | | |
| Office assets | | |
| - answering machines | \$ 7,438 | \$ 7,438 |
| - carpet, curtains and blinds | 622 | 4,066 |
| - computers and software | 183,734 | 250,336 |
| - copiers and shredders | 7,917 | 8,524 |
| - dictation machines | 3,390 | 1,888 |
| - electric heaters and other | 2,954 | 1,941 |
| - furniture | 69,964 | 64,148 |
| - telephone facsimile machines | 15,612 | 16,129 |
| - telephones | 35,446 | 35,445 |
| - typewriters | 98 | 594 |
| | <u>\$ 327,175</u> | <u>\$ 390,509</u> |
| Courtroom assets | | |
| - computers | \$ 2,476 | \$ 2,476 |
| - juror tapes | 1,490 | 5,227 |
| - mobile carts, chairs, and carpet | 5,288 | 3,475 |
| - televisions, VCRs, recording equipment, and amplifiers | 25,077 | 24,343 |
| | <u>\$ 34,331</u> | <u>\$ 35,521</u> |
| Security equipment | | |
| | <u>\$ 4,550</u> | <u>\$ 4,550</u> |
| Total security equipment | | |
| | <u>\$ 4,550</u> | <u>\$ 4,550</u> |
| Total general fixed assets | | |
| | <u>\$ 366,056</u> | <u>\$ 430,580</u> |
| INVESTMENT IN GENERAL FIXED ASSETS | | |
| Property acquired from - general fund | \$ 246,057 | \$ 314,070 |
| Property acquired from - special revenue funds | 119,999 | 116,510 |
| | <u>366,056</u> | <u>430,580</u> |
| Total investment in general fixed assets | | |
| | <u>\$ 366,056</u> | <u>\$ 430,580</u> |

The accompanying notes are an integral part of this statement.

FOURTH JUDICIAL DISTRICT COURT
 JUDICIAL EXPENSE FUND
 MONROE, LOUISIANA

SUPPLEMENTAL INFORMATION SCHEDULES
 STATEMENT OF CHANGES IN GENERAL FIXED ASSETS
 Year Ended June 30, 1999

| | <u>Office Assets</u> | <u>Courtroom Assets</u> | <u>Security Assets</u> | <u>Total</u> |
|--|--------------------------|-----------------------------|----------------------------|-------------------|
| General Fixed Assets - Beginning of Year | <u>\$ 390,509</u> | <u>\$ 35,521</u> | <u>\$ 4,550</u> | <u>\$ 430,580</u> |
| Additions: | | | | |
| General fund | \$ 10,154 | \$ 3,022 | \$ 0 | \$ 13,176 |
| Special revenue funds | <u>26,119</u> | <u>0</u> | <u>0</u> | <u>26,119</u> |
| Total additions | <u>\$ 36,273</u> | <u>\$ 3,022</u> | <u>\$ 0</u> | <u>\$ 39,295</u> |
| Total Balances and Additions | <u>\$ 426,782</u> | <u>\$ 38,543</u> | <u>\$ 4,550</u> | <u>\$ 469,875</u> |
| Deductions: | | | | |
| General fund | \$ 77,072 | \$ 4,117 | \$ 0 | \$ 81,189 |
| Special revenue funds | <u>22,535</u> | <u>95</u> | <u>0</u> | <u>22,630</u> |
| Total deductions | <u>\$ 99,607</u> | <u>\$ 4,212</u> | <u>\$ 0</u> | <u>\$ 103,819</u> |
| General Fixed Assets - End of Year | <u>\$ 327,175</u> | <u>\$ 34,331</u> | <u>\$ 4,550</u> | <u>\$ 366,056</u> |

The accompanying notes are an integral part of this statement.

**FOURTH JUDICIAL DISTRICT COURT
JUDICIAL EXPENSE FUND
MONROE, LOUISIANA**

**SUPPLEMENTAL INFORMATION SCHEDULES
SCHEDULE OF JUDGES
For The Year Ended June 30, 1999**

Judge D. Milton Moore, III

Judge Michael S. Ingram

Judge Jimmy Dimos

Chief Judge Charles E. Joiner

Judge Benjamin Jones

Judge Carl Van Sharp

Judge Larry Lolley

Judge Alvin Sharp

Judge Marcus Clark

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
STRUCTURE RELATED MATTERS NOTED IN AN AUDIT OF COMPONENT
UNIT FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To Honorable Charles E. Joiner, Chief Judge
Fourth Judicial District Court
Judicial Expense Fund
Monroe, Louisiana

We have audited the component unit financial statements of the Fourth Judicial District Court, Judicial Expense Fund, for the year ended June 30, 1999, and have issued our report thereon dated September 24, 1999. We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, Louisiana Municipal Audit and Accounting Guide, Audits of State and Local Governmental Units, Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, where applicable, Public Law 98-502, the Single Audit act of 1996, and OMB Circular A-133. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit of the component unit financial statements of the Fourth Judicial District Court, Judicial Expense Fund, for the year ended June 30, 1999, we obtained an understanding of the internal control structure.

With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the component unit financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

The management of the Fourth Judicial District Court, Judicial Expense Fund, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

We noted a certain matter involving the internal control structure and its operation that we consider to be a reportable condition under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgement, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the component unit financial statements.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the component unit financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we noted the following reportable condition that we believe to be a material weakness.

The absence of appropriate segregation of duties consistent with control objectives in the area of cash receipts and purchases represent a material weakness and reportable condition in the design of the internal control structure. Consequently, the possibility exists that unintentional errors or irregularities could exist and not be promptly detected.

The court administrator has indicated that due to the size of operations and limited number of employees, corrections are not practical at this time.

GENERAL

This report is intended solely for the use of management and the Louisiana Legislative Auditor's office and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

We acknowledge with appreciation the courtesies extended us during the examination.

MINCHEW, ROBINSON, GARDNER, LANGSTON & BRYAN, CPAS

Minchew, Robinson, Gardner, Langston & Bryan, CPAs

September 24, 1999

**MINCHEW, ROBINSON, GARDNER, LANGSTON and BRYAN
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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
BASED ON AN AUDIT OF COMPONENT UNIT
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**To Honorable Charles E. Joiner, Chief Judge
Fourth Judicial District Court
Judicial Expense Fund
Monroe, Louisiana**

We have audited the component unit financial statements of the Fourth Judicial District Court, Judicial Expense Fund, for the year ended June 30, 1999, and have issued our report thereon dated September 24, 1999. We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to Fourth Judicial District Courts, Judicial Expense Fund, is the responsibility of Fourth Judicial District Court, Judicial Expense Fund's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of Fourth Judicial District Court, Judicial Expense Fund's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the component unit financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed one instance of noncompliance that is required to be reported under Government Auditing Standards. In our letter dated November 20, 1998, we reported non-compliance with RS 39:1225.

Louisiana law RS 39:1225 requires adequate collateral be pledge by banks as security for the Fourth District Court Fund balances in various bank accounts with balances exceeding \$100,000 of F.D.I.C. insurance by the Federal government. These were instances at different times when the bank account balances did not have sufficient collateral pledged by the bank during the current fiscal year ended June 30, 1999.

To Honorable Charles E. Joiner, Chief Judge
Fourth Judicial District Court
Judicial Expense Fund
Page 2

This noncompliance was also noted in the prior year audit.

This report is intended for the information of management. However, this report is a matter of public record and its distribution is not limited.

MINCHEW, ROBINSON, GARDNER, LANGSTON AND BRYAN, CPAs

Minchew, Robinson, Gardner, Langston & Bryan, CPAs

Monroe, Louisiana
September 24, 1999

STATE OF LOUISIANA

Fourth Judicial District Court

PARISHES OF MOREHOUSE AND OUACHITA

300 ST. JOHN - SUITE 307

Monroe, Louisiana 71201

TELEPHONE (318) 361-2252

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SCOTT KADAR
COURT ADMINISTRATOR

September 24, 1999

MANAGEMENT'S CORRECTIVE ACTION OF PRIOR YEAR'S FINDINGS

To Whom It May Concern:

During the annual audits of the Fourth Judicial District Court, Judicial Expense Fund for the years ended June 30, 1998 and 1999 the auditors reported instances of noncompliance with the Louisiana Revised Statute 39:1225 (in uncollateralized deposits) as of June 30, 1998 and July 1, 1998, respectively.

The Court has a number of financial institutions that have adequate collateral pledged on its bank balances at all times. The financial institution that did not have adequate collateral monitored the Court's balances with the assumption that the Court had two (2) FDIC insurance accounts with \$100,000 in insurance (Checking and Time deposits). However, the Court has an interest bearing checking account and therefore only qualifies for one (1) \$100,000 of FDIC insurance. This violation would have been avoided had the financial institution correctly judged the amount of FDIC insurance coverage on the accounts and subsequently pledged adequate security.

This situation of noncompliance has been resolved. Management is currently analyzing bank balances and collateral pledged on a monthly basis. The financial institution that was in noncompliance is no longer being utilized to the extent that it was earlier. Deposits have been transferred to other financial institutions that employs adequately trained personnel in the area of pledged collateral. The Court Administrator is monitoring all bank balances and pledged amounts.

During the annual audits of the Fourth Judicial District Court, Judicial Expense Fund for the years ended June 30, 1998 and 1999, the auditors reported a lack of internal control in the areas of cash and purchases.

The Court has adopted adequate control procedures in the area of cash when all employee positions are filled. During year ended June 30, 1998 and 1999, employees were absent due to conditions beyond the control of the Court or the employees. Therefore, remaining employees filled in for the absent employees and the controls were no longer effective for extended periods of time.

This situation of internal control has been partially resolved but does have the above explanation.

The Court has not adopted a purchase order system or an adequate system of internal control in the area of purchases due to a limited number of personnel.

This situation of internal control has not been resolved at this time.

A handwritten signature in cursive script that reads "Scott F. Kadar".

Scott F. Kadar
Court Administrator